

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

EXECUTIVE STAFF ASSISTANT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future supervisory positions which function as Executive Staff Assistant Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions which provide executive staff assistance to executive-level positions such as department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators. Positions allocated to this classification must meet the statutory definitions of confidential and supervisor, as defined in s. 1111.81(7) and (19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of confidential and supervisor, as defined in s. 111.81(7) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not provide supervisory executive staff assistance to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators.
3. Positions which provide executive staff assistance to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division

administrators, or deputy division administrators for a majority of the time, and are more appropriately classified as Executive Staff Assistant.

4. Positions which provide executive-level secretarial services to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators for a majority of the time, and are more appropriately classified as Executive Staff Secretary.
5. Positions which spend the majority of the time performing duties which are more appropriately classified as Office Management Supervisor.
6. Positions which spend the majority of the time performing supervisory program support and are more appropriately classified as Program Assistant Supervisor or Program Assistant Supervisor-Confidential.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E. Terms Used in this Classification Specification

Executive-Level Position: Department secretary, deputy secretary, executive assistant, commissioner, other agency head, division administrator, or deputy division administrator.

Paraprofessional: A type of work closely related to and resembling professional work, with a more limited scope of functions, decision making, and overall accountability. A para-professional position may have responsibility for segments of professional-level functions but is not responsible for the full range and scope of functions expected of professional positions.

## II. DEFINITION

### EXECUTIVE STAFF ASSISTANT SUPERVISOR

This is paraprofessional supervisory work related to the provision of executive staff assistance to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators. Positions allocated to this classification perform any combination of the following duties and responsibilities under the general supervision of an executive-level position.

- Effectively recommend action regarding sensitive and confidential correspondence and reports and independently respond to or coordinate a response to administrative matters on a timely basis
- Independently screen and evaluate correspondence and reports, bringing important and urgent matters to the secretary's attention
- Independently research and prepare special reports, briefing papers, and recommendations regarding division policies, programs, and procedures

- Compose, review, approve, edit and, as needed, sign outgoing correspondence
- Oversee and provide guidance and assistance to staff responsible for producing such correspondence
- Oversee the preparation of the agenda and materials for meetings with other executives, managers, committees, or public groups
- Coordinate and maintain the supervisor's calendar, scheduling appointments as needed
- Assist in the development of the biennial budget, and implement and monitor the annual operating budget
- Maintain a system for assigning and tracking the progress and completion of correspondence assigned to other staff for drafting response; maintain a system for tracking legislation affecting the division; make travel arrangements
- Independently respond to questions and inquiries from internal and external sources
- Authoritatively represent the executive in meetings and contacts with other executives internal and external to the division, division committees, and other groups regarding division policies, programs, and procedures
- Research sensitive issues, prepare reports and present alternatives
- Analyze legislative bills
- Function as a liaison between the Administrator's Office and the Legislature, state agencies, the media, and the public
- May supervise subordinate-level supervisors

Positions may perform office management duties, such as personnel, payroll, fiscal, purchasing, space management, facilities management, telecommunications, or training coordination, but such duties would not represent the majority of the position's time.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe supervisory positions which provide executive staff assistance to department secretaries, deputy secretaries, executive assistants, commissioners, other heads of agencies, division administrators, or deputy division administrators. This classification replaces the Executive Staff Assistant Supervisor 1, 2, and 3 classification. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.